

State of California
California Natural Resources Agency
DEPARTMENT OF WATER RESOURCES
3500 Industrial Boulevard
West Sacramento, California 95691



EMERGENCY ACTION PLAN

EMPLOYEE HANDBOOK

February 2015 v4.1

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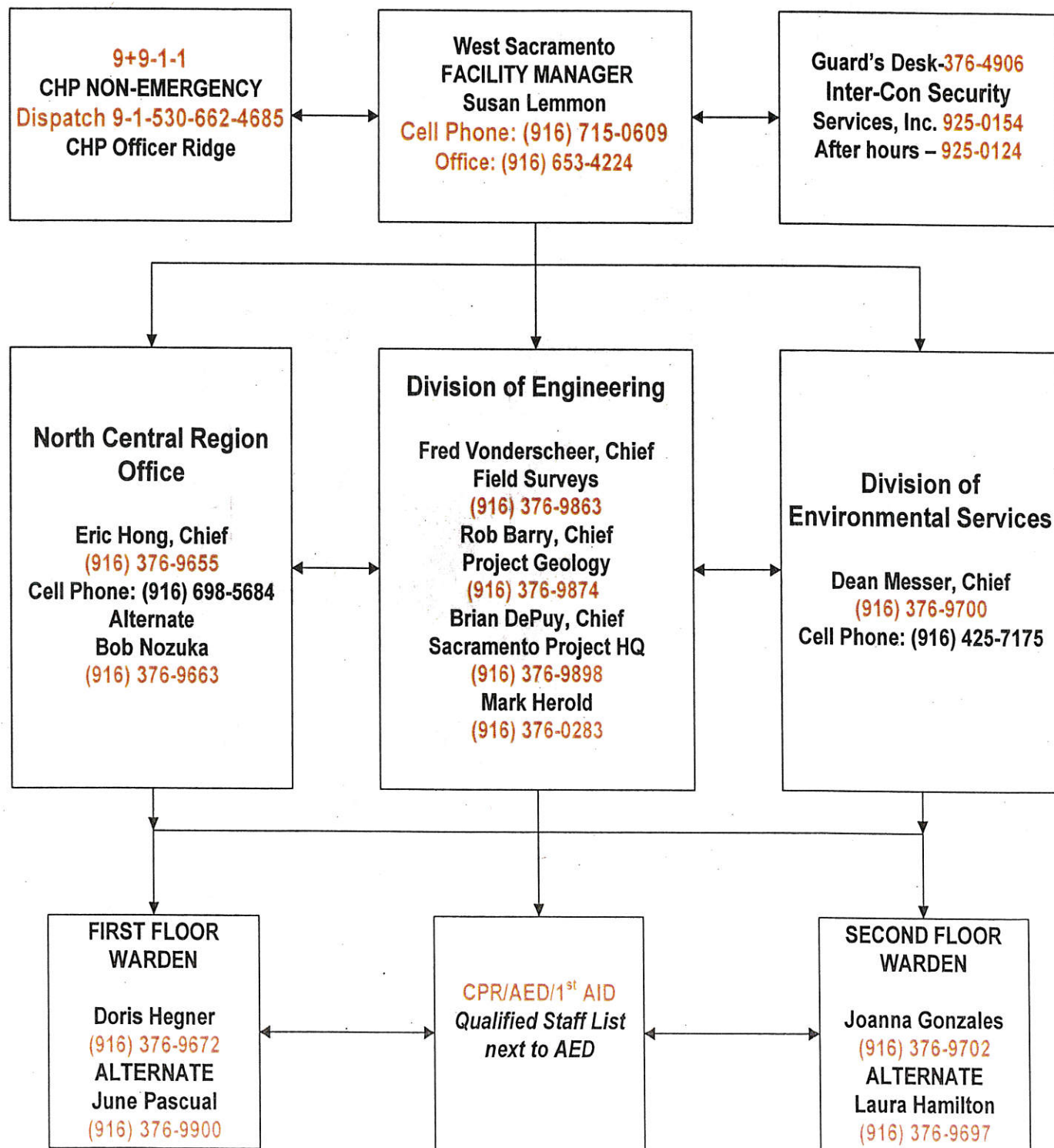
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1. The first part of the paper discusses the importance of the study of the history of the United States. It is argued that a knowledge of the past is essential for a full understanding of the present. The author points out that the United States has a long and complex history, and that it is important to understand the events and people that have shaped the nation. The author also discusses the role of the federal government in the development of the country, and the importance of the Constitution. The author concludes that the study of the history of the United States is a vital part of the education of every citizen.

2. The second part of the paper discusses the role of the federal government in the development of the United States. It is argued that the federal government has played a central role in the growth and development of the country. The author points out that the federal government has been responsible for the establishment of the Constitution, the creation of the federal courts, and the development of the federal bureaucracy. The author also discusses the role of the federal government in the development of the economy, and the importance of the federal government in the protection of the rights of citizens. The author concludes that the federal government is a vital part of the United States, and that it is important to understand its role in the development of the country.

3. The third part of the paper discusses the role of the states in the development of the United States. It is argued that the states have played a central role in the growth and development of the country. The author points out that the states have been responsible for the establishment of the state governments, the creation of the state courts, and the development of the state bureaucracy. The author also discusses the role of the states in the development of the economy, and the importance of the states in the protection of the rights of citizens. The author concludes that the states are a vital part of the United States, and that it is important to understand their role in the development of the country.

EMERGENCY ACTION PLAN ORGANIZATION CHART

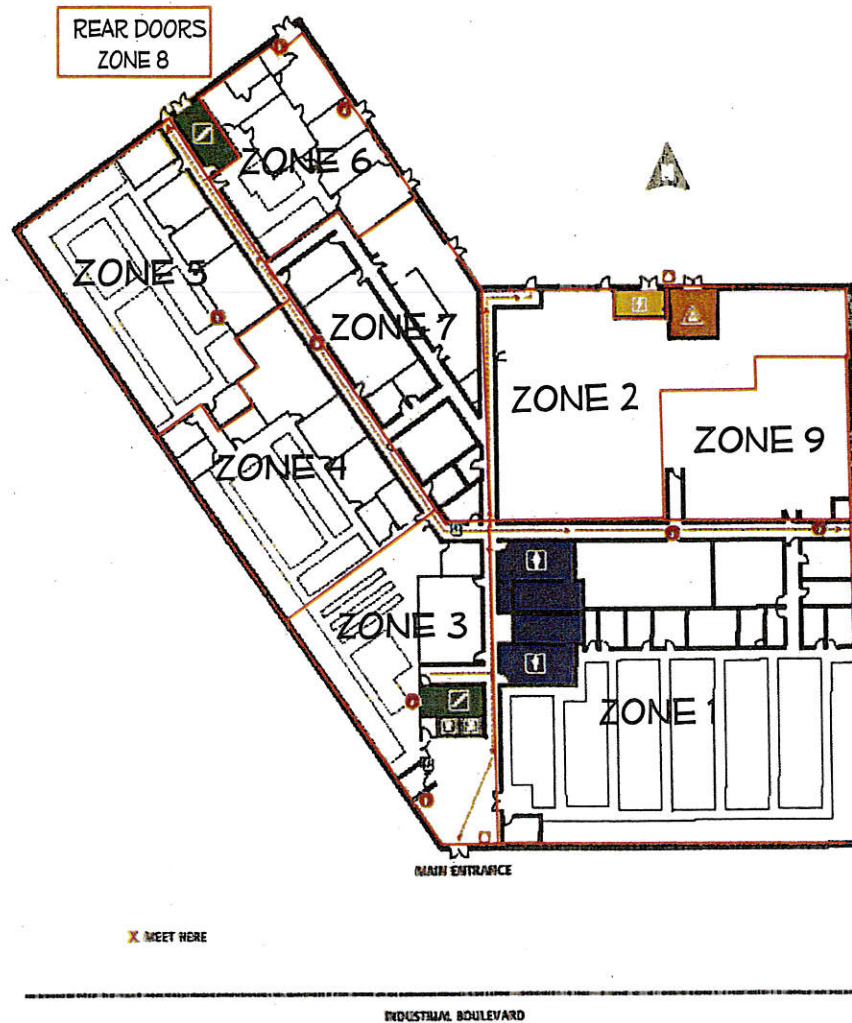


EMERGENCY ACTION PLAN
3500 Industrial Blvd, West Sacramento, CA 95691



Department of Water Resources | 3500 Industrial Blvd. | West Sacramento, CA 95691

1ST FLOOR EMERGENCY ESCAPE ROUTES



LEGEND

- | | |
|----------------------------------|-----------------|
| Automated External Defibrillator | Electrical Room |
| Fire Alarm Pull | Elevator |
| Fire Extinguisher | Stairs |
| First Aid Kit | Mens Restroom |
| Chemical Storage | Womens Restroom |



Department of Water Resources | 3500 Industrial Blvd. | West Sacramento, CA 95691

2ND FLOOR EMERGENCY ESCAPE ROUTES



LEGEND

- | | |
|----------------------------------|-----------------|
| Automated External Defibrillator | Electrical Room |
| Fire Alarm Pull | Elevator |
| Fire Extinguisher | Stairs |
| First Aid Kit | Mens Restroom |
| Chemical Storage | Womens Restroom |

EMERGENCY TELEPHONE NUMBERS

Emergency Fire, Police, Ambulance Dial 9 + 9-1-1
Remember the phones in this building you must dial 9 first to get an outside line.

California Highway Patrol

Non-Emergency 24-7 Dispatch - Woodland (530) 662-4685
Sacramento (916) 445-2895

Security Guard – Lobby (916) 375-4906

EMERGENCY COORDINATOR

Susan Lemmon

Office..... (916) 653-4224

Cell phone..... (916) 715-0609

FLOOR WARDEN 1st FLOOR

Doris Hegner..... (916) 376-9912

Alternate - June Pascual..... (916) 376-9900

FLOOR WARDEN 2nd FLOOR

Joanna Gonzales..... (916) 376-9702

Alternate - Laura Hamilton..... (916) 376-9697

AFTER HOURS, WEEKENDS, AND HOLIDAY EMERGENCY PROCEDURES

DIAL 9 + 9-1-1 and

- Report the emergency to 9+9-1-1
- **Notify SUSAN LEMMON AT (916) 715-0609** (a 24-hour, 365 day office)
- Evacuate if potential for danger exists

TELEPHONE USE DURING EMERGENCY

Instruct employees not to use telephones during an emergency. The lines must be kept available for emergency personnel and for communicating with staff.

GENERAL INFORMATION

GENERAL DISCLAIMER

The information contained in this Emergency Action Plan (EAP) represents practices and procedures recognized by private and public agencies responsible for emergency responses. The use of common sense and good judgment remains the responsibility of persons at the scene. Individual Divisions may have additional requirements. This Plan is not intended to bypass or replace those requirements.

The West Sacramento DWR Facility (Facility) houses programs from three Divisions: Division of Engineering, Division of Environmental Services, and the Division of Integrated Regional Water Management.

The Facility is located at 3500 Industrial Boulevard, West Sacramento, California 95691 near Parkway Boulevard. Staff occupies the first and second floors of a two-story concrete and steel building.

PURPOSE OF THE PLAN

The purpose of the EAP is to establish a continuing state of emergency preparedness for the protection of all employees in the event of an emergency. The Plan is designed to protect lives and property, preserve the organizational structure, and ensure continuity or early resumption of essential services.

RESPONSIBILITY

All managers and supervisors are responsible for ensuring compliance with the EAP. It is the responsibility of management to ensure that all employees possess a general knowledge of emergency procedures.

Employees are encouraged to be familiar with the building and identify exit routes.

REVIEW AND UPDATE

Emergency Team personnel rosters shall be kept current by each Division housed in the building. Each Division shall provide a copy of their roster to their Emergency Team personnel and to the Emergency Coordinator.

TRAINING

Emergency preparedness training is provided to existing and new emergency team members by the California Highway Patrol, West Sacramento Fire Department, and Emergency Team personnel. Training shall be provided when the employee is first hired, when the employee's responsibilities or designated actions under the EAP

changes, whenever the EAP is changed or on an annual basis, if no other changes have occurred.

First Aid/CPR/AED Responders shall receive training and maintain certification.

The training shall be documented and training records maintained in compliance with Title 8, California Code of Regulations, Section 3203 (b).

AFTER HOURS, WEEKENDS, AND HOLIDAY EMERGENCY PROCEDURES

- DIAL 9+9-1-1 for emergency situations
- For non-emergencies contact:
 - West Sacramento Police, (916) 372-3375
 - California Highway Patrol, (916) 445-2895
- Notify other personnel in the building
- Evacuate if potential for danger exists
- Notify Loren Clancy, DWR Facilities Management, at (916) 531-2789 (24-hour, 365 day office).

EMERGENCY EVACUATION PROGRAM FORM

The purpose of this form is to identify employees who need assistance during an emergency. The need may be permanent or temporary such as when an employee is recovering from surgery or a broken leg. Some employees might not think they have a disability, but a heart condition, asthma, or pregnancy can reduce stamina to the point of needed assistance when quickly moving down the stairs. Also, a person with a hearing loss might be limited in their ability to hear and respond to verbal commands.

Employees that require or request assistance during an emergency evacuation shall complete an Emergency Evacuation Program Form, (DWR 9633). The form shall be kept on file with the immediate supervisor and the appropriate administrative personnel.

ORGANIZATION

EMERGENCY TEAM

The Emergency Team consists of the Emergency Coordinator, Floor Wardens, Zone Monitors, alternates, and others necessary to discuss building emergency problems. This Team shall assist employees and visitors in safely evacuating the building. All emergency team members are recognized with hard hats and vests.

COMMAND CENTER

All emergency operations shall be directed from the Command Center. In the event of an emergency, the Emergency Coordinator will activate the Command Center. The Command Center will be located in the parking lot just out the front door of the building.

When the alarm sounds, staff shall evacuate the building regardless if it is a drill or an actual emergency.

EMERGENCY TEAM ROLES

The Emergency Team consists of the following:

- Emergency Coordinator
- Floor Wardens
- Zone Monitors
- Stairway Monitor
- Elevator Monitor
- Restroom Monitors
- First Aid/CPR/AED Responders
- Search Monitors
- Special Assistance Monitors
- Messengers
- Alternates

EMERGENCY TEAM MEMBER DUTIES

EMERGENCY COORDINATOR

- Coordinate the development of the emergency plan and schedules training for the Emergency Team members.
- Ensure Floor Wardens maintain and post current rosters of Emergency Team members and posts emergency personnel lists and floor maps on bulletin boards and at other strategic locations.
- Directs the activities of building occupants during an emergency until the arrival of fire or police emergency personnel.

ALTERNATE EMERGENCY COORDINATOR

- Serve as the principal assistant for the Emergency Coordinator and acts in his/her absence.

FLOOR WARDENS

- Act as liaison between the Emergency Coordinator and Emergency Team members.
- Informs staff on assigned floor to contact them or the Zone Monitors in the event of an emergency situation.
- Coordinate and direct appropriate emergency response actions on assigned floor during emergencies and drills.
- Report the floor status to the Command Center when floor evacuation has been completed.
- Coordinate emergency teams for assigned floor and maintains and posts current rosters of Emergency Team members and floor plans on the bulletin boards and at other strategic locations.
- Are knowledgeable of the responsibilities of all Emergency Team members.
- Maintain current First Aid/CPR/AED certification. Assign monitors for employees needing assistance during an evacuation.
- Maintain Emergency Team equipment including hard hats, vests and flashlights.
- Hold quarterly meetings or on an as-needed basis.
- Provide training to new Emergency Team members, when Emergency Team member's assignments change or when the EAP is changed.
- Oversee accountability process at evacuation relocation site.

ZONE MONITORS

- Provide emergency instructions and assistance to staff in assigned area.
- Direct emergency procedures in assigned area.
- Ensure notification of emergency situations is made to the proper authority.
- Search assigned area (offices, cubicles, storage rooms, conference rooms, etc.).
- Leave a post-it note on doors indicating "all clear".
- Report status information to Floor Warden.
- Are knowledgeable of Emergency Team roles and assist as needed.

STAIRWAY MONITORS

- Determine if the stairway is a safe means of egress during an emergency evacuation.
- Provide instruction to staff to assist with an orderly evacuation.
- Instruct staff that may be relocating from another area or floor.
- Ensure stairwell doors are CLOSED and are NOT HELD OPEN when not being used for egress.
- Are aware of all Emergency Team roles and assist as needed.

ELEVATOR MONITORS

- Do not permit use of elevators during an emergency, unless instructed to do so by the Fire Department, California Highway Patrol, or Command Center.
- Direct staff to available stairways.
- Are aware of all emergency team roles and assist as needed.

RESTROOM MONITORS

- Each restroom (i.e. Men's and Women's) shall have a monitor.
- The monitor shall enter the restroom and showers and vocally announce the emergency and visually inspect to ensure everyone is evacuated.
- Leave a post-it note indicating "all clear".
- Are aware of all Emergency Team roles and assist as needed.

FIRST AID/CPR/AED RESPONDERS

- Assist with providing individuals First Aid.

SEARCH MONITORS

- In coordination with Zone Monitors, ensure employees and visitors evacuate to their designated building evacuation area. Are aware of all Emergency Team roles and assist as needed.

SPECIAL ASSISTANCE MONITORS

- Maintain current First Aid/CPR/AED certification.
- Locate and provide assistance as a two-person team to an assigned person in the event of an evacuation.
- Know the daily schedule of the person Special Assistance Monitors are assigned to assist.
- Be educated on the type of assistance your assigned person may need during an evacuation.
- Have a pre-arranged plan on where to meet assigned person during an emergency evacuation.
- NEVER leave assigned person alone – one Special Assistance Monitor ALWAYS remains with the assigned person.
- One Special Assistance Monitor will always report the status and location of the assigned person to the Command Center.
- Are aware of all Emergency Team roles and assist as needed if not assisting someone that needs special assistance.

MESSENGERS

- Assigned by Floor Warden as needed.
- Deliver written or verbal messages from Floor Warden to other Floor Wardens, Emergency Coordinator, Building Security, or Command Center.
- Meet emergency response personnel (ambulance, fire department, etc.) and provide direction and/or accompany them to the exact location of the emergency.

FIRST FLOOR WARDENS AND MONITORS

1st Floor Warden – Doris Hegner

1st Floor Alternate – June Pascual

NCRO

Disabled Persons Monitor Abby Caravic
Disabled Persons (Alternate) Mark Souverville
Zone 1 Monitor Kristin Honeycutt
Zone 1 Monitor (Alternate) Jennifer Russo
Zone 1 NCRO Digitizing/LAN & Supply Rooms Monitor Erik Murphy
Zone 1 NCRO Digitizing/LAN & Supply Rooms Monitor (Alternate) Bruce Shaffer
Zone 1 NCRO Lab/Restroom (Compound Area) Monitor Tyler Salman
Zone 1 NCRO Lab/Restroom (Compound Area) Monitor (Alternative) Patrick Scott
Zone 1 Women's Restroom/Shower Ruth Gali
Zone 1 Women's Restroom/Shower (Alternate) Erin Chappell
Zone 1 Men's Restroom/Shower Keith Morgan
Zone 1 Men's Restroom/Shower (Alternate) Derek Johansson
Zone 2 Warehouse Monitor Dave Huston
Zone 2 Warehouse Monitor (Alternate) Rolf Frankenbach

DOE

Disabled Persons Monitor Paul Gowan
Disabled Persons (Alternate) Mark Herold
Zone 3 Surveys Monitor Fred Vonderscheer
Zone 3 Surveys (Alternate) Jose Moldogo
Zone 4 Geology Monitor Rob Barry
Zone 4 Geology (Alternate) Roy Kroll
Zone 5 SPH Monitor Wayne Wolfe
Zone 5 SPH (Alternate) June Pascual

DES LABS AND WAREHOUSE SPACE

Zone 6 Mike Dempsey
Zone 6 (Alternative) Randy Smith

COMMON AREAS

Zone 7 Break Room and Conference Rooms Monitor Julie Lee
Zone 7 Break Room and Conference Rooms (Alternate) Mark Herold
Zone 8 Rear Door Monitor Brian DePuy
Zone 8 Rear Door (Alternate) Danny Garcia
Zone 9 Warehouse DOE/NCRO Exit Monitor John Berringer
Zone 9 Warehouse DOE/NCRO Exit (Alternate) Vacant

ELEVATOR MONITORS

Elevator David Willoughby

SECOND FLOOR WARDENS AND MONITORS

2nd Floor Warden – Joanna Gonzales

2nd Floor (Alternate) – Laura Hamilton

Disabled Persons MonitorBill Burkard

Disabled Persons (Alternate) Nathan Bonilla

Zone 1 MonitorMonica Cross

Zone 1 (Alternate)Gina Skurka-Darin

Zone 1 MonitorGardner Jones

Zone 1 (Alternate)Tim Smith

Zone 2 MonitorTed Swift

Zone 2 (Alternate) Gina Radieva

Zone 3 MonitorManny Bahia

Zone 3 (Alternate)Vacant

Zone 3 Restrooms MonitorCammy Curtis

STAIRWAY MONITORS

Front Stairs.....Kurtis Branchero

Back Stairs.....Gardener Jones

ELEVATOR MONITORS

2nd Floor.....Kurtis Branchero

INJURY/ILLNESS

MAJOR INJURY/ILLNESS

IN THE EVENT OF A MAJOR INJURY OR ILLNESS:

1. Dial 9 + 9-1-1 immediately. (First person on the scene).
2. DO NOT MOVE the individual unless absolutely necessary.
3. Contact the individual's supervisor and/or management.
4. Contact the Floor Warden who will contact the Emergency Coordinator or Alternate Coordinator.
5. Summon assistance and notify First Aid/CPR/AED Responders.
6. Initiate first aid as needed.
7. Send a messenger to the lobby to meet the emergency personnel and notify Building Security.

MINOR INJURY/ILLNESS

IN THE EVENT OF A MINOR INJURY OR ILLNESS:

1. Summon assistance and notify first aid personnel.
2. Initiate first aid action as necessary
3. Notify the individual's supervisor and/or management.
4. If needed, the individual's supervisor shall take the follow-up actions as necessary:
 - a. Arrange hospital service;
 - b. Arrange doctor's office treatment; and
 - c. Arrange doctor's office appointment.

FIRE

Upon discovering fire or smoke, **GET AWAY FROM THE FIRE AREA**, then:

1. **DIAL 9 + 9-1-1** and state the following:
 - a. I am reporting a fire (give a brief description);
 - b. My address is **3500 Industrial Boulevard, West Sacramento, CA 95691**; the nearest cross street is **Parkway Boulevard**;
 - c. The fire is on: (floor, room #)
 - d. My name and callback number is:

Do not hang up, first – verify the information was received

2. **CLOSE DOORS** and **WINDOWS** to contain smoke and fire. Smoke contains toxic fumes and can be deadly. Containment is vital to prevent panic and injuries.
3. Employees should only attempt to extinguish small fires that can be safely contained.

Fire Extinguisher Instructions

P PULL safety pin from handle
A AIM (nozzle, cone, horn) at base of the fire.
S SQUEEZE the trigger handle.
S SWEEP from side to side.

4. Contact the Floor Warden who will notify the Emergency Coordinator or Alternate Coordinator;
5. Floor Warden will Alert Emergency Team to prepare for possible evacuation and to notify nearby office area; AND
6. If necessary, **PULL THE FIRE ALARM** and evacuate the building.
7. Floor Warden will dispatch messengers to meet and direct the Fire Department to the fire location;
8. The Floor Warden or other emergency staff will notify the surrounding area plus the floors directly above/below of any possible danger. The Floor Warden will then report the evacuation directly to the Command Center.
9. Floor Wardens will account for their personnel and report to the Emergency Coordinator or Command Center.

Hearing protection – the use of ear plugs may be used as protection for staff with sensitivity to the loudness of the fire alarm. The use of the ear plugs may bring the noise level down by 20-30 DB's. Please work with your administrative office to obtain ear plugs.

BEFORE OPENING ANY DOORS

Feel the door (top and bottom) for heat – use the back of your hand. If hot, do not open. If not hot, while standing away from the door opening, open it slowly, but be prepared to close it quickly if fire is present.

IF TRAPPED IN A ROOM

Place material (preferably cloth) around or under door to seal opening to prevent smoke from entering. Retreat into the room(s) and close as many doors as possible between you and the fire. Be prepared to signal from window, but do not break glass unless absolutely necessary (outside smoke may be drawn in).

IF CAUGHT IN SMOKE

Drop to hands and knees and crawl; hold breath as much as possible; breathe shallowly through nose and use blouse, shirt, or jacket as filters.

IF FORCED TO ADVANCE THROUGH FLAMES

Hold your breath, move quickly, cover head and hair, and keep head down and eyes closed as much as possible.

IF CLOTHES CATCH FIRE

Remove burning clothes if this can be done quickly. Otherwise, smother the flames with heavy coat or blanket or by lying on the floor and rolling (stop, drop, and roll).

EVACUATION

IF THE BUILDING FIRE ALARM SOUNDS OFF – BEGIN EVACUATION PROCEDURES

If you observe any emergency that you think may require evacuation of the building, notify the **Emergency Coordinator** or **Alternate Coordinator**, or your **Floor Warden** or **Alternate Floor Warden**, or and your **Supervisor** immediately.

1. In the event that a building evacuation is necessary, employees must evacuate via the nearest and safest exit and immediately proceed to the designated meeting location, or as instructed.

Employees must only take personal items if they are close at hand. Employees should not return to their desk to retrieve personal items.

2. Emergency Team will assist employees and ensure that evacuation instructions are being followed. If an evacuation is necessary and you do not see or hear emergency personnel, evacuate without assistance.
3. Evacuation of persons who are need of assistance will be accomplished using the assigned Special Assistance Monitors who have been instructed in the type of aid required. If there is a person in need of special assistance visiting your area, notify the Special Assistance Monitor on your floor and arrangements will be made for someone to assist them if an evacuation becomes necessary.
4. If you are not in your normal work area at the time an evacuation begins, **DO NOT ATTEMPT TO RETURN TO YOUR WORK AREA**. Follow the evacuation route for the local zone you are in. When you arrive at the assembly site, **stay there until further notice** and check in with your immediate supervisors and area Zone Warden to let him/her know you are safely out of the building.

DO NOT USE THE ELEVATORS – USE STAIRS

5. Do not use the elevator **IF THE FIRE ALARM SOUNDS**. If you are already in the elevator, **DO NOT PANIC**. The elevator will automatically stop on the first floor. When you step out of the elevator, you will see a "panic" bar at the bottom of the fire doors, push on it to release the doors and proceed to the evacuation assembly site. **DO NOT GO BACK TO YOUR WORK AREA**.
6. During the evacuation, employees must **remain calm and quiet, and follow all emergency instructions**.

7. Employees will assemble and report to their immediate supervisor when they arrive at the **Command Center site at:**
3600 INDUSTRIAL BLVD, NEXT DOOR to our building
unless otherwise instructed by emergency personnel. The Command Center will be located in the parking area on the southwest corner of the building on Industrial Blvd. See **Site Evacuation Map**.
8. **Zone Monitors** will inspect their area of responsibility and report to the **Floor Wardens** at the Command Center, Floor Wardens will have signs designating the Division. Floor Monitors will report to the Floor Wardens and account for their Emergency Team at the **Command Center**.
9. **DO NOT LEAVE the Command Center until instructed to do so. All employees must be assembled and accounted for to insure no one is left in danger in the building. Your Supervisor will receive instruction from the Emergency Coordinator leads regarding whether or not employees should return to work or go home.**
10. **In the event of non-operation or destruction of the facility, the Recovery Action Plan will be implemented.**

FLOOD

Inundation studies indicate a catastrophic failure of Folsom Dam or the American or Sacramento River levees are not likely to cause sudden severe flooding at the Facility.

West Sacramento Inundations maps for a 100 year flood event show 3500 Industrial Blvd has the potential to flood to a maximum depth of 3-9 feet. A levee breach north of the facility, flood water will flow towards the Sacramento Deep Water Channel. West Sacramento Flood Agency predicts that within 24 hours the water would be approximately one foot depth. In the event the facility is being flooded, it is recommended that you get to high ground as soon as possible.

If you have a life jacket immediately available take it with you

The second floor of 3500 Industrial Blvd **DOES NOT** have 2nd Floor exit to the outside or the roof. Make sure to exit the building before the first floor is inundated. **DO NOT** enter the parking compound. There is a potential to become trapped.

DAMAGE PREVENTION

1. Shut down all electrical equipment in your cube.
2. All files should be backed up onto the server on a regular schedule.
3. Cooperate with California Highway Patrol, co-workers, and emergency authorities to take appropriate action as soon as possible.

Water is likely to flood through the offices indiscriminately.

- a. When instructed, each office should when instructed exit the building and get to high ground.
- b. Text, email, calls your immediate supervisor to let them know where you are.
- c. Move records and files to dry location if time permits, **ONLY WHEN SAFE.**

WEAPONS / ASSAULT

WEAPONS

IF A PERSON APPEARS WITH A WEAPON:

1. **ESCAPE** if possible; seek **COVER**, as a last resort **FIGHT** back.
2. **Dial 9 + 9-1-1** and state the following:
 - a. There is a person with a weapon;
 - b. My address is **3500 Industrial Boulevard, West Sacramento, CA 95691**; the nearest cross street is **Parkway Boulevard**;
 - c. Give description of person, weapon and location;
 - d. The 911 Operator will ask for your name and callback number.
3. Warn others in immediate vicinity.
4. Close doors and alert others to do the same. **STAY** in **PROTECTED** office areas.
5. When it is safe to do so, notify Floor Warden who will notify Emergency Coordinator or Alternate Coordinator.

ASSAULT

IF AN ASSAULT OCCURS:

1. **Dial 9 + 9-1-1** from a **PROTECTED AREA** and state the following:
 - a. There has been an assault. Give immediate needs (ambulance/police);
 - b. My address is **3500 Industrial Boulevard, West Sacramento, CA 95691**; the nearest cross street is **Parkway Boulevard**;
 - c. Give description of person(s) and type of weapon;
 - d. Give suspect's description, present location, and status;
 - e. The 911 Operator will request your name and callback number.
 - f. If subject remains in the office, **STAY ON THE TELEPHONE** until person(s) leave.
2. For injuries, summon assistance and notify First Aid/CPR/AED Responders.
3. Notify the Floor Warden who will notify the Emergency Coordinator or Alternate Coordinator
4. Send a messenger to meet the California Highway Patrol in the lobby.

DEMONSTRATIONS / HOSTAGE

DEMONSTRATIONS

DURING A DEMONSTRATION OR CIVIL DISTURBANCE:

1. Stay in the building a safe distance away from demonstrators.
2. Continue business as usual and do not become part of the problem.
3. Obtain as much useful information about the demonstration as possible.
4. If peacekeeping authorities are not present, call California Highway Patrol at (916) 445-2895.
5. Notify the Floor Warden who will coordinate with Emergency Coordinator or Alternate Coordinator to:
 - a. Post monitors at exits nearest to the demonstrators to redirect building occupants away from the demonstration.
 - b. Take steps to prevent access of unauthorized persons into restricted areas.

Remember, most demonstrations are peaceful, but be on the alert for any quick mood changes.

HOSTAGE

IF A HOSTAGE INCIDENT DEVELOPS:

1. Do not panic – **REMAIN CALM** – cooperate as necessary.
2. Attempt to quietly **ESCAPE – WITHOUT TAKING ANY RISKS.**
3. Move away from the area and **DIAL 9 + 9-1-1**, report the following:
 - a. There is a hostage incident;
 - b. My name and address is **3500 Industrial Boulevard, West Sacramento, CA 95691**; the nearest cross street is **Parkway Boulevard**;
 - c. Give number of suspects and description;
 - d. Give description of weapons;
 - e. Give number of employees held;
 - f. Stay on phone, if possible, until authorities arrive.
4. If safe to do so, notify the Floor Warden who will notify the Emergency Coordinator or Alternate Coordinator.
5. If you are not involved or close to the incident, you should proceed to the Command Center and provide information to aid police.
6. Nearby offices should be **EVACUATED IF SAFE TO DO SO** and all other employees should be notified and move quietly out of the area.
7. Notify the lead at the Command Center of any evacuations or changes.
8. Building evacuation will be coordinated through the lead at the Command Center, under the direction of California Highway Patrol or local authorities.

EXPLOSIONS / EARTHQUAKE

EXPLOSIONS

In the event of an explosion in the building, such as those caused by leaking gas, faulty boilers, or explosives, employees should take the following actions:

1. **First, take cover** under desks, tables, or other similar objects which will give protection against flying glass or debris.
2. **DIAL 9 + 9-1-1** for fire, medical, and police protection.
3. Notify the Floor Warden who will notify the Emergency Coordinator or Alternate Coordinator.
4. After the effects of the explosion have subsided, the Emergency Coordinator or California Highway Patrol will determine if evacuation is necessary.
5. If evacuation is ordered, exit as instructed by emergency personnel, following evacuation procedures.
6. If assistance is needed in evacuating personnel, contact the Emergency Coordinator or Command Center.
7. Proceed to the pre-determined evacuation area and await instructions from emergency personnel.

There is a potential for fires following explosions. Employees are advised to assess the situation for safety and evacuate if necessary.

EARTHQUAKE

IN THE EVENT OF AN EARTHQUAKE:

1. Remain calm.
2. If **INSIDE**, do **NOT** leave, **IMMEDIATELY TAKE COVER** under tables, desks, doorways, or similar protected places. **DUCK, COVER, & HOLD**
3. Stay away from overhead fixtures, windows, skylights, filing cabinets, and bookcases.
4. In an **ELEVATOR**, take cover against the interior wall until the elevator stops, and then **GET OUT** on the nearest floor.
5. In a **HALLWAY**, or **CORRIDOR**, brace yourself against the wall and duck down covering your head and eyes with your arms.
6. When safe to do so, evacuate the building to the pre-determined evacuation site (Command Center).
7. If **OUTDOORS**, move into an open space away from windows and stay there.
8. When **DRIVING**, do **NOT** stop on or under a bridge or overpass, pull to the side of the road in a **SAFE, OPEN AREA**, and stay in the vehicle and listen to radio broadcasts.

AFTER SHAKING STOPS:

1. Check persons around you for injuries and provide assistance where possible.
2. **EXPECT AFTERSHOCKS**; beware of falling debris or electrical wires.
3. Do **NOT** use the telephone unless for emergency assistance.
4. Do **NOT** use elevators.
5. Follow all emergency instructions; evacuate according to procedures as instructed. Gather at evacuation site for further instructions.

HAZARDOUS MATERIALS

Any material that, because of its quantity, concentration, or physical/chemical characteristics, poses a significant present or potential hazard to human health and safety or to the environment if released into the workplace or the environment.

WHAT IS A RELEASE?

Any spilling, leaking, pumping, pouring, emitting, emptying, discharging, injecting, escaping, leaching, dumping, or disposing into the environment, unless permitted or authorized by a regulatory agency.

IF YOU ARE CERTAIN IT IS HAZARDOUS:

1. DIAL 9 + 9-1-1
2. Call the Floor Warden who will notify the Emergency Coordinator.

INFORMATION TO REPORT

1. Identity of the caller;
2. Location, date, and time of the spill or release;
3. Substance and quantity involved;
4. Chemical name (if known);
5. Description of what happened.

If an evacuation is ordered, exit as instructed by emergency personnel, following evacuation procedures.

BOMBS

BOMB THREATS

DO NOT USE RADIOS OR CELLULAR TELEPHONES DURING A BOMB THREAT INCIDENT

IF RECEIVED BY TELEPHONE

Employees receiving bomb threats should ask:

1. **When** is the bomb going to explode?
2. **Why** did you place it?
3. **Where** is the bomb right now?
4. **What** does it look like?
5. **What** is your name and call-back number?

KEEP THE CALLER ON THE PHONE AS LONG AS POSSIBLE

Ask * Listen * Do not Interrupt Caller

If you have the equipment, record the call. If you can't record, take notes, as detailed as you can, including the following information:

1. **Time** and **Date** of the call
2. **Exact words** of the caller or as close as possible
3. **Sex** and **approximate age** of caller
4. **Accent** and **speech pattern/tone of voice**
5. **Background noise**
6. **Time** call concluded

IF RECEIVED BY MAIL

If you receive a written threat by mail:

1. Safeguard the object (letter, envelope, and package) as evidence, and **DO NOT HANDLE IT FURTHER.**
2. Evacuate the immediate area.
3. Notify the California Highway Patrol at (916) 445-2895. If the danger is imminent, call 9 + 9-1-1.
4. Notify Floor Warden who will notify Emergency Coordinator or Alternate Coordinator.

Employees who come into contact with any suspicious substance should wash their hands or exposed areas thoroughly unless specifically instructed otherwise by public safety personnel.

BOMB ENVELOPES

Characteristics to watch for:

- A stiff envelope (caused by an interior cardboard brace).
- An envelope with more than ordinary weight which, in turn, may show more than ordinary postage (probably in stamps instead of a postal strip to avoid detection at the originating Post Office).
- An inaccurate or incomplete address to the Department.
- An unofficial return address or no return address at all.

If a suspicious envelope is found:

- Do not handle unnecessarily. Gently place the envelope in a stationary location near where you first picked it up.
- Secure and evacuate the location.
- Follow the bomb threat instructions.

BOMB SEARCH AND LOCATION

The employee search is critical since this is the most effective method of identifying a foreign or suspicious object in any given area.

The Floor Wardens and Zone Monitors will help determine the best evacuation routes to ensure safe exit from the building in the event evacuation becomes necessary.

WHAT TO LOOK FOR:

1. Most bombs DO NOT look like bombs. Explosives may be packaged in a variety of innocent looking containers such as a box.
2. Look **ONLY** in your immediate area for the usual or something that appears to be out of place.
3. Anything that does not belong or whose nature and presence cannot be adequately explained is a suspicious object.

SUSPICIOUS OBJECT(S)

1. DO NOT TOUCH, MOVE, OR DISTURB in any manner;
 2. If the package is marked with a name you know attempt to locate the owner if they are in your immediate vicinity; take caution this may be a bomb.
 3. If you cannot identify the owner, evacuate the immediate area; leave doors and windows OPEN; prevent re-entry;
 4. Use a hardline to notify 9 + 911; **DO NOT** use a cell phone;
 5. California Highway Patrol will evaluate the situation and determine appropriate action.
 6. If you saw an object, give the location and description to your supervisor at the Command Center.
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SIGNATURES


The Occupational Safety & Health Administration under 29 Code of Federal Regulations, part 1910, subpart E, Means of Egress, requires an employer to have an emergency action plan.

Reviewed by:
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Approved by:

 4/21/15

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